



Department of  
Higher Education

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**Ohio Transfer 36**  
**Implementation Announcement Materials**  
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## Ohio Transfer 36

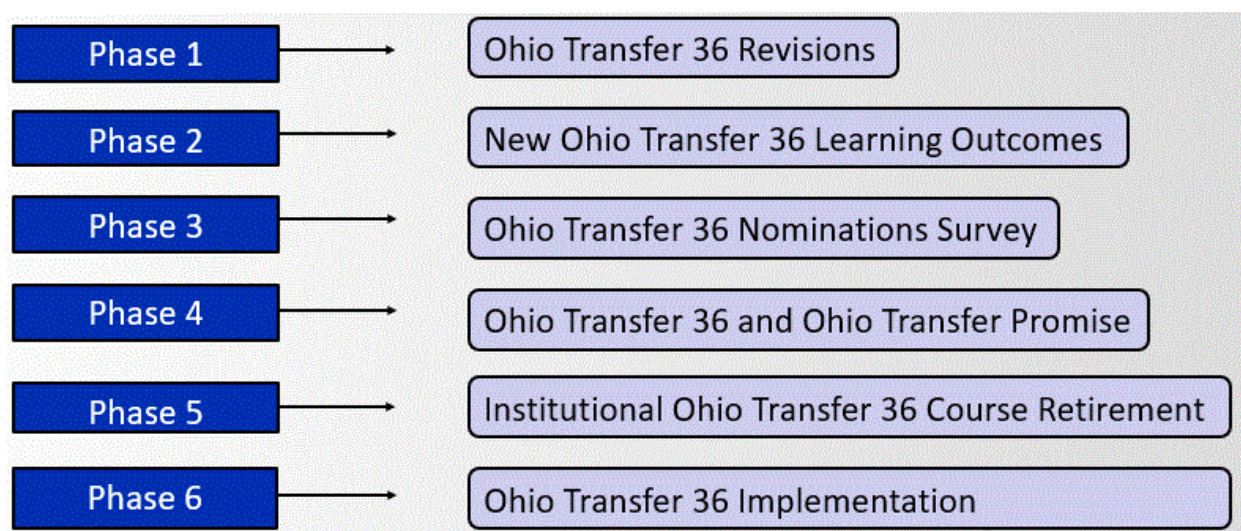
### Background

The Ohio Transfer 36 (formerly the Ohio Transfer Module (OTM)) was created 30 years ago to address issues of transfer and articulation among Ohio's 36 two- and four-year public institutions, particularly with respect to the General Education curriculum. The major objective of the Ohio Transfer 36 is to provide students the assurance that the courses they take can be used toward their degree at the receiving transfer destination.

Statewide discussions have occurred over the past two years to rethink the Ohio Transfer 36 and assess whether it meets the current needs of Ohio public institutions and students. As a result, Ohio Transfer 36 revisions have been proposed that focus around flexibility with certainty to allow students to choose different paths through the Ohio Transfer 36 based on their own unique situations, while at the same time assuring students that credits will transfer to their destination institutions.

Within the past several months, several announcements have been sent out to inform institutions of revisions to the Ohio Transfer 36. Announcements have been distributed statewide in six phases outlined in Figure 1.

**Figure 1**



- **Phase One:** In late February 2021, an [announcement](#) was sent out on the Ohio Transfer 36 revisions. Announced [revisions](#) related to the overall structure of the Ohio Transfer 36 (i.e. Foundation Courses and Exploration Foundation Courses) and unveiling of the new

Diversity, Equity, and Inclusion (DEI) learning outcomes. Following this announcement, a question and answer session was held to answer statewide questions. Click [here](#) to view this session.

- **Phase Two:** In late March 2021, an [announcement](#) was sent out on the new learning outcomes for the original five Ohio Transfer 36 areas that indicate a shift from guidelines to [learning outcomes](#). This announcement included a [course review schedule](#), indicating a pilot rollout in Fall 2021 where institutions will begin submitting new Ohio Transfer 36 courses utilizing learning outcomes and beginning in Spring 2022 institutions will begin re-submitting currently approved Ohio Transfer 36 courses utilizing new learning outcomes to be re-reviewed through an expedited process. This announcement indicated that in Fall 2022 the revised Ohio Transfer 36 structure and new learning outcomes officially go into effect where institutions will need to work to incorporate the new Ohio Transfer 36 model and course learning outcomes. Within the announcement a “Grace Period” has been identified to allow three to four years for expedited reviews to take place and a “Good Faith Transition Period” to keep students harmless as institutions work to get their revisions in place. Following the announcement, a question and answer session was also held to answer statewide questions. Click [here](#) to view this session.
- **Phase Three:** In early April 2021, a nomination survey was sent out statewide at the request of the Ohio Transfer 36 panel leads to capture recommendations to fill newly created Ohio Transfer 36 faculty panel member positions to assist with new course submissions and expedited course re-review submissions.
- **Phase Four:** In April 2021, the Ohio Transfer Promise (OTP) was announced outlining a recommitment to transfer initiatives, including the Ohio Transfer 36. Each of the President and Provost/Chief Academic Officers from the 36 Ohio public institutions of higher education have signed the OTP. Accompanying the OTP, in mid-April 2021, an announcement was sent out statewide unveiling the new name “Ohio Transfer 36” (formerly the Ohio Transfer Module (OTM)).
- **Phase Five:** In mid-May 2021, each Ohio public institution of higher education received a full listing of currently approved Ohio Transfer 36 courses. This information will allow institutions to review currently approved Ohio Transfer 36 courses and provide feedback if approved courses will need to be retired from the Ohio Transfer 36.
- **Phase Six:** Consists of this final implementation announcement. Throughout this announcement packet you will find detailed implementation resources and materials to assist Ohio public institutions of higher education. As additional updates become available, the Ohio Articulation and Transfer Network (OATN) website will be updated accordingly.

## Currently Approved Ohio Transfer 36 Course Retirement

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As a result of the newly announced shift from guidelines to course learning outcomes, each institution has been provided a spreadsheet of currently approved Ohio Transfer 36 courses specific to each individual institution. With the receipt of this spreadsheet the Ohio Articulation and Transfer Network (OATN) has asked each institution to provide OATN with the following information:

1. Review your institution specific listing of currently approved Ohio Transfer 36 courses
2. Work internally to determine if your institution plans to eventually resubmit your currently approved Ohio Transfer 36 courses for review or retire any of the currently approved Ohio Transfer 36 courses.
3. Work internally to indicate if currently approved Ohio Transfer 36 Natural Sciences courses have a laboratory component.
4. Provide your institutional website link indicating institution specific General Education requirements. Please note this information will be posted on the new listing of Ohio Transfer 36 approved courses.

Courses may be retired from the Ohio Transfer 36 for various reasons. Examples include but are not limited to:

- a currently approved Ohio Transfer 36 course may no longer align with the newly announced learning outcomes and thus will not be resubmitted for expedited review,
- a course is no longer offered and has been removed from the institution's course catalog,
- a course is no longer included in an institution's general education curriculum.

All Ohio Transfer 36 courses approved utilizing guidelines will need to be re-reviewed if your institution seeks new Ohio Transfer 36 learning outcome approval. Currently there are over 3,200 approved Ohio Transfer 36 courses statewide. To assist with this process, the oldest approved Ohio Transfer 36 courses will be re-reviewed first. Using this approach Ohio Transfer 36 course re-review will last until Spring 2026 using a four-year grace period or until Spring 2025 using a three-year grace period. OATN does realize that curricular committees may not be scheduled to meet during the summer. If your institution is unable to have a discussion on these courses until the fall semester, provide any information you have available now, with a final report to be sent later in the year.

For a complete overview of this request an informational video can be accessed [here](#).

## New Course Equivalency Management System (CEMS)

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The Course Equivalency Management System (CEMS) is used to submit courses and programs for Ohio Transfer 36, Transfer Assurance Guides (TAGs), Career-Technical Assurance Guides (CTAGs) and Advanced Placement (AP). After courses are submitted to the CEMS, faculty panels use the CEMS to review and make equivalency decisions.

While the system serves as an important tool to guarantee transferability across the state of Ohio, it has recently undergone an update to enhance the functionality. Upgrades do not impact the current review process in place, but rather provide additional features to better assist users.

Training videos have been developed, and are ongoing, to walk users through course submission and course review processes using the new CEMS platform. CEMS training videos and step-by-step CEMS training documents will be posted on the [Course Equivalency Management System \(CEMS\) support page](#). Please check in regularly for updates.

To assist with system updates, CEMS will be unavailable for user access on **July 15-16, 2021**. Institutional access will be reinstated on **July 19, 2021**.

## New Ohio Transfer 36 Course Learning Outcomes Submission Instructions (Foundation Areas)

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The institutional course submission process will remain intact with a shift from guidelines to now learning outcomes. This means that new Ohio Transfer 36 course submissions will be reviewed by faculty review panel members using learning outcomes. Though Ohio Transfer 36 discipline areas differ in subject area, new course learning outcome submissions should contain, at minimum, requirements identified in Appendix A (Ohio Transfer 36 Submission Guidance). To assist institutions with course submission or resubmission, [templates](#) have been made available on the Ohio Transfer 36 website.

A full listing of Ohio Transfer 36 articulation numbers has been provided in Table 1 to assist with Ohio Transfer 36 new course or course re-review submissions.

For a step-by-step overview on institutional submissions, please visit the [Course Equivalency Management System \(CEMS\) support page](#).

**Table 1**

Course ID	Course Title
<b>TMAH</b>	Arts and Humanities
<b>TME001</b>	First Writing Course
<b>TME002</b>	Second Writing Course
<b>TMCOM</b>	Oral Communication
<b>TMNS</b>	Natural Sciences
<b>TMNSVDL</b>	Natural Sciences with Virtual/Distance Learning Lab
<b>TMNSVDLHB</b>	Natural Sciences with Virtual Distance Lab-Hybrid Blended
<b>TMSBS</b>	Social and Behavioral Sciences
<b>TMM001</b>	College Algebra
<b>TMM002</b>	Pre-Calculus
<b>TMM003</b>	Trigonometry
<b>TMM005</b>	Calculus I
<b>TMM006</b>	Calculus II
<b>TMM010</b>	Introductory Statistics
<b>TMM011</b>	Quantitative Reasoning
<b>TMM013</b>	Business Calculus

<b>TMM014</b>	Technical Mathematics I
<b>TMM015</b>	Technical Mathematics II
<b>TMM017</b>	Calculus I & II Sequence
<b>TMM018</b>	Calculus III
<b>TMM019</b>	Elementary Linear Algebra
<b>TMM020</b>	Elementary Differential Equations
<b>TMM021</b>	Mathematics in Elementary Education I
<b>TMM022</b>	Mathematics in Elementary Education II
<b>TMM023</b>	Discrete Mathematics
<b>TMM024</b>	Life Science Calculus I
<b>TMM025</b>	Life Science Calculus II
<b>DEI</b>	Diversity, Equity, and Inclusion- Standalone
<b>DEIAH</b>	Diversity, Equity, and Inclusion- Arts and Humanities
<b>DEISBS</b>	Diversity, Equity, and Inclusion- Social and Behavioral Sciences
<b>DEINS</b>	Diversity, Equity, and Inclusion- Natural Sciences
<b>DEIEOC</b>	Diversity, Equity, and Inclusion- English Composition/Oral Communications
<b>DEIMATH</b>	Diversity, Equity, and Inclusion- Mathematics/Statistics/Logics



## **New Ohio Transfer 36 Course Learning Outcomes Submission Instructions (Diversity, Equity, and Inclusion (DEI) Elective Area)**

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Diversity, Equity, and Inclusion (DEI) courses will follow the same CEMS submission process as new courses. DEI courses can be submitted as standalone or dual approved, definitions of standalone and dual approved have been included below. Institutions are encouraged to submit DEI courses whether standalone or dual approved. These courses can be used to fulfill the Ohio Transfer 36, 12-semester hours of elective course credit requirement.

It has been determined that the first four DEI learning outcomes are considered essential (marked with an asterisk) and required for course approval. Institutional course submissions must contain either learning outcomes 5 or 6 (choose at least one) to be considered for Ohio Transfer 36 review and course approval.

- **Diversity, Equity, and Inclusion (DEI) Standalone Course**

These courses do not fully meet the learning outcomes of any one of the other Ohio Transfer 36 discipline areas. These courses meet the DEI learning outcomes. Examples might include multidisciplinary courses, service-learning courses, cross-cultural courses, etc.

- **Dual Approved Diversity, Equity, and Inclusion (DEI) Courses**

These courses have been reviewed and approved by both the DEI faculty panel and another Ohio Transfer 36 discipline area faculty panel. These courses will be used to fulfill the Ohio Transfer 36 requirement for electives or for the other discipline area for which they are approved. These courses could fulfill multiple requirements at an institution's discretion. However, even if multiple requirements are met, a student would only receive the credit hours for the single course.

For an overview on how to submit DEI standalone or dual approval courses please access the training video [here](#).

## **Expedited (Re-Review) Ohio Transfer 36 Course Learning Outcomes Submission Instructions**

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Expedited (Re-Review) courses will follow the same CEMS submission process as new courses. Courses currently approved with Ohio Transfer 36 guidelines will require expedited review by the appropriate faculty review panel to determine if the course(s) meet new learning outcomes. An expedited review will consist of faculty panel members from the discipline area reviewing currently approved Ohio Transfer 36 courses using the new learning outcomes. During the expedited process, additional faculty will be added to each discipline area. This will assist with completing reviews at a faster pace during the expedited process. The faculty panel lead will oversee this process and be part of the decision process.

Using feedback from the institutions on the whether currently approved Ohio Transfer 36 courses will be submitted for expedited review or retired, a listing will be sent to the institutions outlining which courses can be submitted for re-review per review cycle. The reviews will begin with the oldest courses first, beginning with those courses approved in 2008 and previously approved courses pre-2008. Using this approach Ohio Transfer 36 course re-review will last until Spring 2026 using a four-year grace period or until Spring 2025 using a three-year grace period. Institutions will have two-years to gain Ohio Transfer 36 learning outcome approval prior to course expiration. Once Ohio public institutions of higher education have completed Ohio Transfer 36 expedited course re-reviews all newly approved courses will follow an ongoing review every five-years to ensure adequate alignment to Ohio Transfer 36 learning outcomes.

With institutional Ohio Transfer 36 course retirement currently in progress, institutions will receive a specific course re-review timeline that will outline submission expectations based on individual institutional results. This approach will allow Ohio Transfer 36 panels to re-review courses through a structured approach.

Expedited course feature modifications within CEMS are currently in progress, please reference the [Course Equivalency Management System \(CEMS\) support page](#) regularly for updates.

## **New Ohio Transfer 36 Faculty Panel Leads/Members**

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The Ohio Articulation and Transfer Network (OATN) has worked with institutions to identify discipline specific Ohio Transfer 36 faculty panel members to serve on each Ohio Transfer 36 area. A total of six areas have been included within a nominations survey sent statewide in Spring 2021 that includes: Arts and Humanities, English Composition and Oral Communication, Natural Sciences, Social and Behavioral Sciences, Mathematics, Statistics, and Logic, and Diversity, Equity, and Inclusion (DEI).

As the nomination survey concluded, panel leads reviewed recommendations to determine faculty to serve on appropriate panels. As of late spring 2021, roughly 55 new Ohio Transfer 36 faculty review panel members have been selected and confirmed in their new roles. Selected faculty will represent their discipline rather than their institution while serving on an Ohio Transfer 36 panel. The purpose of Ohio Transfer 36 faculty review panel members is to review new course submissions utilizing learning outcomes, as well as participate in expedited (re-review) of previously approved Ohio Transfer 36 course submissions by institutions.

Additional Ohio Transfer 36 faculty review panelists will receive training by the OATN prior to the Fall 2021 semester, as well as participate in panel area orientation led by Ohio Transfer 36 faculty review panel leads in Fall 2021.

New course submissions using learning outcomes will be reviewed beginning in the Fall 2021 term and expedited (re-review) course resubmissions using learning outcomes will be reviewed beginning in the Spring 2022 term. New Ohio Transfer 36 course submissions or resubmissions utilizing previous guidelines will no longer be accepted.

## New Ohio Transfer 36 Approval

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Beginning in the Fall 2021 term, the current Ohio Transfer 36 grids portable document format (PDF) will no longer be used and updated on the Ohio Articulation and Transfer Network (OATN) website. Instead a new Ohio Transfer 36 approval format will be made available for Ohio public institutions of higher education and stakeholders. The new interactive format pulls data from the Course Equivalency Management System (CEMS) to provide live updates as Ohio Transfer 36 courses are approved.

The new approval format outlines that the Ohio Transfer 36 is a set of courses that students can complete to satisfy a portion of, or all freshman/sophomore-level general education requirements. The Ohio Transfer 36 consists of a minimum of 36 credit hours. All students should complete the Core Foundation courses, which include a minimum of three hours of English, three hours of Mathematics, Statistics, and Logic, six hours of Arts & Humanities from two different disciplines, six hours of Social and Behavioral Sciences from two different disciplines, and six hours from Natural Sciences including one lab course. The next 12 credit hours are called the Exploration Foundation courses and should be chosen based on a student's academic interests. Students who know what they want to major in should follow the recommendations outlined in the related Ohio Guaranteed Transfer Pathway. Students who are undecided should take courses based on their interest areas.

Within the interactive Ohio Transfer 36 approval format institutions and students can search by institution to see a listing of that institution's currently approved Ohio Transfer 36 courses. Stakeholders can also scroll over the interactive map of Ohio to see Ohio Transfer 36 course lists for institutions throughout the state. A snapshot of the new Ohio Transfer 36 approvals can be found in Figure 2. The new Ohio Transfer 36 Approvals can be accessed [here](#).

Figure 2

Ohio Transfer 36 Approvals		Arts and Humanities	English Composition and Oral Communication	Mathematics, Statistics, and Logic	Natural Sciences	Social and Behavioral Sciences
The Ohio Transfer 36 Approvals are a set of courses that students can complete to satisfy a portion of, or all, freshmen/sophomore-level general education requirements. The Ohio Transfer 36 consists of a minimum of 36 credit hours. All students should complete the Core Foundation courses, which include a minimum of three hours of English, three hours of Mathematics/Statistics/Logic, six hours of Arts & Humanities from two different disciplines, six hours of Social Sciences from two different disciplines, and six hours from Natural Sciences including one lab course. The next 12 credit hours are called the Exploration Foundation courses and should be chosen based on a student's academic interests. Students who know what they want to major in should follow the recommendations outlined in the related <b>Ohio Guaranteed Transfer Pathway</b> . Students who are undecided should take courses based on their <b>Interest areas</b> .		(Minimum 6 semester hours from two different disciplines)	(Minimum 3 semester hours)	(Minimum 3 semester hours)	(Minimum 6 semester hours with one lab course required)	(Minimum 6 semester hours from two different disciplines)
<b>INSTRUCTIONS FOR USING</b> 		(ART2110) (ENG1150) (ENG2105) (ENG2110) (ENG2112) (ENG2120) (ENG2122) (ENG2130) (ENG2132) (ENG2140) (ENG2150) (ENG2160) (HIS1130) (HIS1132) (HIS2130) (HUM2110) (MUS2110) (PHL2110) (PHL2120) (PHL2130) (RLG2110)	(COM1115) (COM1120) (ENG1110) (ENG1120) (ENG1125)	(MAT1120) (MAT1128) (MAT1130) (MAT1140) (MAT1150) (MAT2110) (MAT2110), (MAT2112) (MAT2112) (MAT2120) (MAT2120), (MAT2122) (MAT2122) (MAT2130) (MAT2135) (MAT2140)	( <b>GE01110</b> ) (BIO1110) (BIO1112) (BIO1120) (BIO1130) (BIO2110) (BIO2112) (BIO2120) (CHM1110) (CHM1112) (GE01110) (NSC1110) (NSC1112) (NSC1120)	(ANT2110) (ECN1110) (ECN1120) (EDU2280) (HIS1110) (HIS1112) (HIS1120) (HIS1122) (HIS1124) (HIS2110) (HIS2112) (HIS2120) (POL2110) (POL2120) (PSY1120) (PSY1130) (PSY1140) (PSY2110) (SOC1110) (SOC1120) (SOC2130) (SOC2140) (SOC2160)

2021 Mapbox © OpenStreetMap

\*Yellow courses are NATURAL SCIENCES WITH VIRTUAL/DL LAB

## **OATN Policy Manual and OATN Website Updates**

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The OATN has announced several revisions to the Ohio Transfer 36 and as such will be working diligently in the upcoming months to update the current OATN policy manual, as well as the OATN website. To date, the OATN website has begun to incorporate Ohio Transfer 36 revisions materials such as announcements, question and answer session recordings, several training videos and new learning outcomes and submission templates. As additional updates are finalized, they will be included within the OATN website and Policy Manual.

## Ohio Transfer Promise

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Under the supervision of the Ohio Department of Higher Education (ODHE) and the leadership of the Chancellor, the Ohio statewide transfer courses that are a subset of an institution's general education curriculum have helped students successfully transfer coursework between Ohio's public colleges and universities for 30 years. While the education system and general education coursework have changed during that time, there has been little alteration to the statewide set of transfer general education courses. Ohio's public colleges and universities have decided to update and strengthen these statewide transfer general education courses. This task is essential to keeping Ohio's higher education system strong and relevant. Along this journey, guiding principles have been developed to facilitate the conversation and highlight the shared values of all institutions.

Chancellor Randy Gardner and Governor Mike DeWine, with our public colleges and universities, announce the unveiling of the new Ohio Transfer Promise. The Ohio Transfer Promise, possibly the most comprehensive statewide transfer agreement in the country, will provide students with a firm guarantee that their coursework will transfer while also providing institutional supports that will assist students on their degree pathway. The Ohio Transfer Promise will include all statewide transfer initiatives. This holistic approach will help to avoid unnecessary credit duplication and get students on the right degree pathway to a successful future. This promise reaffirms Ohio's commitment to increasing educational access and the number of Ohioans earning a degree, certificate, or other postsecondary credential of value.

As outlined in the Ohio Transfer Promise, Ohio public institutions of higher education promise to:

- Embrace and celebrate transfer students as a part of our mission.
- Eliminate obstacles in the awarding of transfer credit and respect transfer students throughout their entire educational experience by providing needed services and taking pride in their accomplishments.
- Adhere to all of [Ohio's Transfer Policies](#), including the statewide guarantees.
- Follow the [General Education in Ohio: Principles of Good Practice and Guidelines](#).
- Integrate Ohio Transfer 36 into our General Education curriculum, our Ohio Guaranteed Transfer Pathways, and our catalog and web pages as appropriate.
- Support the Ohio Articulation and Transfer Network technology initiatives and data collection to facilitate research.

- Follow [Higher Learning Commission \(HLC\)](#) policies by clearly posting transfer information for students on appropriate web-based platforms.
- Enhance academic advising that facilitates transfer students reaching their educational goals in an effective and efficient manner.
- Clearly state and post on our website our transfer course appeal process.
- Agree to accept and utilize any course whose learning outcomes have been approved by statewide transfer faculty panels as if it were taken at our institution even if we have no corresponding course.
- Verify our commitment to the Ohio Transfer Promise every three years through a self-appraisal of our compliance with statewide transfer initiatives and submit results to the Ohio Articulation and Transfer Network Oversight Board.

The signed Ohio Transfer Promise can be accessed [here](#).



## Future Diversity, Equity, and Inclusion (DEI) Professional Development

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Diversity, Equity, and Inclusion (DEI) courses are recommendations to fulfill exploration foundation “elective” course requirements. To support DEI Ohio Transfer 36 course submission, professional development training on best practices for course design or redesign, course implementation, and course assessment will be provided for Ohio public institutions of higher education. This professional development will be referred to as “Mini Course Design Institutes” (mCDI).

The overarching goals of the mCDI DEI professional development is to allow institutional participants to gain an understanding of how to redesign or design a course based on goals and outcomes, begin planning work in a community of peers, and leave with a basic structure for the course and drafts of course materials including a syllabus, assignments, assessment tools, and course outline. During the DEI professional development series:

- Participants will be able to articulate and align the required and optional outcomes of the Ohio Transfer 36 DEI category in their course.
- Participants will be able to create appropriate, effective, and efficient evaluation and assessment tools that align with the outcomes of the Ohio Transfer 36 DEI category.
- Participants will be able to make discipline-specific decisions regarding content that aligns to the outcomes of the Ohio Transfer 36 DEI category.
- Participants will be able to evaluate pedagogical tools and teaching styles most appropriate for the context, goals, and outcomes of the individual course.

DEI professional development activities will be led by the [Ohio College Teaching Consortium](#) (formerly OPDC). Lead partners include The Ohio State University’s [Michael V. Drake Institute for Teaching and Learning](#) and University of Cincinnati’s [Center for the Enhancement of Teaching and Learning](#).

Additional details such as institutional participation dates and registrations for the mCDI DEI professional development activities will be forthcoming.

## Ohio Transfer 36 Revisions Implementation: Q/A's

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### **What will my institution need to do to comply with the approved revision of the Ohio Transfer 36?**

Your institution will need to remain vigilant when advising students on decided versus undecided pathways and determine the best course of action to cause no harm to students as they work to complete their degree aspirations. The purpose of the approved revisions is to provide students with clarity and flexibility, while at the same time encouraging direction based on their academic interests.

### **Can my institution begin to submit expedited (re-review) courses prior to the Spring 2022 term?**

We will begin to pilot expedited course reviews beginning in Spring 2022. Expedited course re-reviews will not be accepted prior to Spring 2022 to allow Ohio Transfer 36 faculty panels to train and prepare for additional course review workloads.

### **If my institution has additional new submission or re-review submission questions who do we contact?**

Additional questions can be directed to the Ohio Articulation and Transfer Network (OATN) office.

### **If my institution continues to have issues getting a course approved as an Ohio Transfer 36 equivalency can we contact the review panel lead/members?**

Our mission is to work with institutions to assist with attaining Ohio Transfer 36 course equivalencies when appropriate. Should your institution request faculty review panel assistance, please work with the OATN office to schedule a discussion with the panel lead to review and address concerns.

### **With Ohio Transfer 36 revisions now announced, will statewide review cycles continue twice a year?**

Yes, there are currently two review cycles annually, once every spring semester and once every fall semester.

### **Does my institution need to resubmit all Ohio Transfer 36 approved courses for re-review?**

Yes, all Ohio Transfer 36 courses approved utilizing guidelines will need to be re-reviewed if your institution seeks new Ohio Transfer 36 learning outcome approval. Currently there are over 3,200 approved Ohio Transfer 36 courses statewide. To assist with this process, the oldest

approved Ohio Transfer 36 courses will be re-reviewed first. Using this approach Ohio Transfer 36 course re-review will last until Spring 2026 using a four-year grace period or until Spring 2025 using a three-year grace period. Your institution will receive a full listing of currently approved Ohio Transfer 36 courses. Instruction will be provided, however upon receipt institutions will have the opportunity to review if currently approved Ohio Transfer 36 courses should be re-reviewed or retired as an Ohio Transfer 36 course based on the shift to learning outcomes.

**What if my institution receives Ohio Transfer 36 new course approval or course re-review approval and a receiving institution has not yet been granted similar approvals?**

As institutions work to resubmit currently approved Ohio Transfer 36 courses there will be a “grace period” of approximately three years to allow time for all of these courses to be reviewed using the new learning outcomes. Since Ohio Transfer 36 courses will start being approved beginning in Fall 2021 using the new learning outcomes there will be a “good faith transition period” to hold students harmless as institutions get their Ohio Transfer 36 revisions in place by fall 2022. During the grace period systems may not fully be in place; however, institutions will need to act in good faith as students transfer across the state. This “good faith transition period” is in keeping with how the state has dealt with policy transitions in the past.

**When will the new learning outcomes go into effect?**

A pilot rollout will go into effect fall 2021 where institutions will be provided the opportunity to submit new courses through the Ohio Transfer 36 submission and review process based on learning outcomes. A pilot rollout will go into effect Spring 2022 where institutions will begin to re-submit currently approved Ohio Transfer 36 courses beginning with the oldest first. In fall 2022 the revised Ohio Transfer 36 structure and new learning outcomes officially go into effect (this includes updates to institutional catalog statements). Institutions will need to work to incorporate the new Ohio Transfer 36 model and course learning outcomes.

**What will happen to currently approved Ohio Transfer 36 courses?**

Courses currently approved within the Ohio Transfer 36 will be granted a “grace” period following the announcement of the approved Ohio Transfer 36 revisions. Currently approved Ohio Transfer 36 courses will eventually need to be re-reviewed to ensure alignment to learning outcomes. A resubmission schedule for currently approved courses will be forthcoming.

**Will my institution be required to submit a Diversity, Equity, and Inclusion course within the Ohio Transfer 36?**

Diversity, Equity, and Inclusion (DEI) courses are recommendations to fulfill exploration foundation “elective” course requirements. It is an institutional choice to include DEI within the Ohio Transfer 36; however, when conducting statewide research on a potential addition within the Ohio Transfer 36, DEI was identified as a commonality within each of Ohio’s public institutions of higher education general education. In addition, each Ohio public institution of higher education supported proposed DEI learning outcomes through statewide endorsement. Should your institution decide not to submit DEI related courses within the Ohio Transfer 36 as an elective, this may impact students transferring in or out of your institution. This decision will then become a matter of “good faith” at the receiving institution. Institutions are not expected to submit DEI courses upon announcement.

**How will we know that institutions are following the approved revisions of the Ohio Transfer 36?**

The Ohio Transfer Promise will act as a guarantee document signed by each Ohio public institution of higher education President and/or Provost/Chief Academic Officer. This promise will act as a guarantee that institutions are acting in good faith to adhere to the approved revisions of the Ohio Transfer 36, as well as current OATN transfer initiatives.

## Appendix A: [Ohio Transfer 36 Submission Guidance](#)

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New and expedited (re-review) course submissions should contain, at minimum, the following:

### 1. A working syllabus that contains:

- A weekly or daily calendar with chapter titles and numbers of a textbook (or the title of a reading material if used), possibly with assignments due (such as exams, projects, quizzes, etc.).
- A list of graded assignments with points/weights/percentages allocated for each assignment.
- Grading schema (e.g., A=90-100, B=80-89; A=450-500, B=400-449, etc.).
- Text or reading materials, if available. If online resources are used, a list of these materials should be included along with weblinks.
- Note: A master syllabus is acceptable when the items above are included. Some master syllabi do not include a working calendar.
- If a course has not yet been offered, the submitter should still prepare the information listed above so that the panel can properly validate for each learning outcome.
- Pre-Req and Co-Req syllabi should be attached for Ohio Transfer 36 Natural Science and Ohio Transfer 36 Mathematics, Statistics, and Logic submissions. Please note applicability for several mathematics courses.
- If particular activities/exercises or assignments other than exams and quizzes are graded, but no description is provided in the syllabus about what they entail, faculty should elaborate in the learning outcome description/narrative.

### 2. Course inventory template(s):

- This will help your institution complete the course details page in CEMS. Please complete as much as you can prior to submitting details within CEMS, including lecture/lab/other hours per week.
- Make sure that the material on the template matches the syllabus and learning outcome descriptions, especially the amount of time given to each outcome.

### 3. Learning outcome descriptions submission template (evidence of student learning in meeting the Ohio Transfer 36 criteria)

- Formative Assessment (learning process and progress): Give examples of student learning or activities/exercises by elaborating/articulating what students are engaged in during the class/course to meet each Ohio Transfer 36 learning outcome.

- Summative Assessment (check points, progress markers, end of course assessment): Give a list of graded assessments used to evaluate whether students have met the Ohio Transfer 36 learning outcomes.
- If specific course materials are key to student achievement of a learning outcome, please identify these materials as specifically as possible (for example, textbook chapter numbers/titles, authors/titles of books and articles, titles of films, etc.).
- If percentages are used to estimate the time spent on each learning outcome, please make sure that the total equals 100%.

### **Additional Items for Certain Submissions**

- ***Ohio Transfer 36 Natural Sciences Lab Course:*** Attach a document to the course with a description of each lab activity. Reason – The Panel will need to be able to validate that two-thirds of the lab hours involve bona fide, experimental lab activities utilizing the scientific method (identifying/collecting data, manipulating data, evaluating and analyzing data). To that same document append at least one example of a laboratory exercise from the course.
- ***Ohio Transfer 36 Mathematics, Statistics, and Logic:*** Attach 5-6, if not all, sample assessment materials for the course. The panel reviews assessments to determine the rigor of the course per the definition of a college-level mathematics course and the depth of student learning outcome per Ohio Transfer 36 criteria.

### **Tips for Prioritizing Submissions**

- **Submit Early!**
  - Allow yourself an extra review cycle or two before a deadline to address the potential need to do a resubmission.
  - Do not wait until the submission deadline of a review cycle to send in submissions. OATN staff may have comments to address before a submission is sent to the panel for review. Allow time to provide edits while still having the submission to the panel on time.
  - Just because a submission was returned, that doesn't mean it was "rejected" by the review panel. OATN staff will review your submission and make suggestions/recommendation for improvement,

especially if there is a good chance that the review panel will return requesting missing information.

- Read and file Ohio Transfer 36 announcement memos in a safe place. Make a note about what needs submitted and the deadline. Once announced, we would like to see a submission within two years.
- Reference the Ohio Transfer 36 Learning Outcomes page on the Ohio Department of Higher Education website, where your institution can find submission templates and course inventory templates.
- Check out the OATN newsletter! There is a section devoted to Ohio Transfer 36, TAG, and CTAG submissions. Updates and deadlines are often mentioned in the articles, along with a link to the complete submission and review timeline, to help you prioritize your submissions.

#### **Additional Tips:**

- If your institution would like to connect with an Ohio Transfer 36 faculty review panel lead, please reach out to OATN staff to schedule a meeting.
- As reviews using learning outcomes progress, sample submissions will be available to institutions upon request. All you need to do is to send OATN staff an email.
- If you want OATN staff to review materials before submitting in CEMS, please reach out in advance of the review cycle deadline.
- If a panel's review comment is not clear, please send OATN staff an email. We may be able to provide additional information.
- If faculty members from your institution serve on review panels, take advantage of their expertise and guidance even if they are not preparing the submission. A list of faculty panel members from your institution can be obtained by sending OATN staff an email.
- We are all in this together!! If for whatever reason you are stuck, please feel free to contact OATN staff.
- If you asked CEMS to reset your password and have not received an email from "ATC-Help" within five minutes, please contact OATN staff immediately. CEMS will not tell you if you are using the wrong user ID.